

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele: 22388504, Fax No. 22308556, 22307822 Email: adtrg6utcs.delhi@nic.in

F. No. 8(1) (11)/2015-16/UTCS/TS-IV/ 16518-16684

Dated: 23-12-15

To

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

Sub: Personality Development Training Programmes for February & March 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Personality Development**' category. During the month of **February & March 2016** three training programmes on the following will be organized as detailed below:-

- ❖ **Time Management**: A one-day training programme on '*Time Management*' is to be held on **04.02.2016**. Time is a non-renewable resource. Each and every one of us has been given the exact same amount of time per day. So it is of utmost importance to know how to make the most effective use of time. This training course has been designed to help the employees maximize the benefits that can be derived from the efficient use of their valuable time. **Nominations to be sent latest by 27.01.2016.**

- ❖ **Leadership and Motivation**: A one-day training programme on '*Leadership and Motivation*' is to be held on **11.02.2016**. In a hierarchical form of Government, effective leadership counts towards growth of the department and increased output at every level. There is need to grow as a team, and the leader is required to motivate the whole team. **Nominations to be sent latest by 03.01.2016**

- ❖ **Training on Self Defence for Women (Level-3) (for those who have done Basic / Level-2 course)**: A two days training programme on *Self Defence for Women (Level-3)* (for those who have done Basic / Level-2 course) is to be held from **10.03.2016 to 11.03.2016**. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. **Nominations to be sent latest by 02.03.2016.** Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers / officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Personality Development' → Select or Click
on **Learning Units** and then select the desired course for a detailed
training module / learning unit.

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
7. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address adtrg6utcs.delhi@nic.in


Assistant Director (Trg.)-IV
Tele : 22303844

Copy to:

Asstt. Director-~~CT~~ (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


Assistant Director (Trg.)-IV